IC 01-1 TO AFMAN 24-307, Procedures for Vehicle Maintenance Management

6 AUGUST 2001

★ SUMMARY OF REVISION

Effective 1 October 2001, this interim change (IC) 01-1, corrects procedural guidance to more accurately reflect Vehicle Out of Commission (VOC) hours and capture Depot rebuild costs in the On-Line Vehicle Interactive Management System (OLVIMS). The VOC begins with the date and time that the operator has completed operator care and signs in at the vehicle maintenance customer service center/shop or transportation personnel receive a request for maintenance support (mobile, wrecker, etc.), whichever occurs first. A star (★) indicates revision from previous edition.

★ 1.16.1. VOC starts at the time the customer signs in at the vehicle maintenance Customer Service Center (CSC)/shop. This date/time is also entered on the Operator's Inspection Guide and Trouble Report as the date/time that the discrepancy is reported to maintenance. The CSC adjusts the start time to account for actual downtime beginning with any preliminary wrecker service or mobile maintenance support. Adjustments should be coordinated with Maintenance Control and Analysis (MC&A) and vehicle operations dispatch to confirm the operator's original request for repair assistance. Upon VMM or VMS request, MC&A provides a VOC report reflecting hours controlled by maintenance (in-house) and repair hours not controlled by maintenance (contract, warranty, etc.). VOC time ends after completion and verification of all maintenance actions.

★ 1.16.2. To support MAJCOM management programs, separate vehicle in-commission (VIC) percentage goals can be established to apply as a metric (management indicator). This may be by major vehicle type or overall fleet.

Following 1.16.2.
★ (ADDED) Note: The MAJCOMs may no longer exclude specific time periods for repairing seasonal equipment; for example, snow removal, deicing equipment and lawnmowers during the off-season. Extracting these hours adversely affects the actual VOC hours in OLVIMS. Vehicle down time begins when the vehicle is turned in for maintenance or when a request for maintenance support (wrecker, mobile, etc) was received. Vehicles awaiting accident, abuse and repair decisions/repairs will draw downtime. This includes those awaiting repair decisions by MAJCOM, WR-ALC, OO-ALC, SA-ALC or local.

★ (ADDED) 2.2.17.1. Capture vehicle downtime. Retain vehicle record in master file while vehicle is undergoing depot rebuild so that vehicle downtime is accrued (vehicle not available to the user). The downtime begins when the vehicle is removed from service and the shipping LTI is accomplished (this work order remains open). Downtime ends after the vehicle returns from depot, the acceptance LTI is accomplished and the vehicle is available for use. There will be no accounting of vehicle downtime if the vehicle is being shipped to depot and will not return to the shipping base.

★ (ADDED) 2.2.17.2. Capture depot rebuild cost. Process a "JZ" transaction to capture the cost of depot rebuild when the vehicle returns from depot (JZ transaction is generated by the JZ screen that may be seen on the PCN SB004-005, edit list. JZ is used to charge the contract cost and establish contract warranty information). This cost will include transportation and actual depot repair costs. JZ transactions are limited to $99,999 per month/quarter. If depot and shipping costs exceed $80,000, split the cost evenly and capture the

remaining cost the following month/quarter. WR-ALC provides depot costs to the MAJCOMs which are forwarded to the base. Contact your local TMO for the shipping cost to depot. Use this same shipping cost for the return cost from depot.

★ (ADDED) 2.2.17.3. Ensure depot rebuild date is captured and properly loaded via the AZ (years and months) in OLVIMS to prevent premature movement into replacement codes A-J, ref: AFCSM 24-1, (AZ transaction used to load/update/delete a vehicle (static data).

★ 4.6. Vehicle and Equipment Work Order and Vehicle Processing (Main Shop). Portable test equipment and a small bench stock enhances the CSC operation. The CSC and outlying work centers use AF Form 1827, **Minor Maintenance Work Order**, for repairs that take less than 2 labor hours, and for the installation of low-cost bench stock parts. The AF1827 will not be used when the total repair time (awaiting maintenance, awaiting parts and actual labor) exceeds 2 hours. A normal work order will be processed to capture downtime exceeding the 2-hour limit. When the vehicle operator reports to the CSC/shop with the vehicle inspection guide, the operator stays with the vehicle until the inspection and debriefing are complete. Operators will perform required operator care, to include interior and exterior cleanliness, before turning the vehicle over to the CSC. Processing steps essentially follow the pattern below (note, the VMM or VMS may adjust procedures for vehicle in-processing as necessary to meet local conditions and mission):

Following 4.6.
★ (ADDED) Note: The AF1827 will not be used to record multiple jobs on the same vehicle during the same repair timeframe. Each line on the AF1827 is interpreted as a separate work order in OLVIMS.

★ 4.6.3. If the following criteria are met - use the AF1827.
★ (ADDED) 4.6.3.1. Scheduled/delayed maintenance is not required.
★ (ADDED) 4.6.3.2. Bench stock parts do not exceed the low-cost threshold.
★ (ADDED) 4.6.3.3. Requested repairs, to include “awaiting maintenance/parts” and labor hours combined, do not exceed 2 hours.

Following 4.11.
★ (ADDED) Note: If repairs cannot be completed in 2 hours or less (VOC begins when disabled vehicle is reported to transportation) open a work order to capture all VOC.

★ 6.5.2. Use USAF management code 4000 in place of the vehicle's actual management code when processing vehicles for disposal (the final preparation for salvage work order only). Use vehicle operations' RC/CC code and the using organization code of 0O (zero oscar) for management code 4000 AF1823s. Do not use USAF management code 4000 for new vehicles processing in to the base, excess or depot. If a vehicle is shipped to depot, leave the work order open drawing VDM until it returns from depot and is placed in service. There will be no accounting of vehicle downtime if the vehicle is being shipped to depot and will not return to the shipping base.

★ Table 6.1. Vehicle and Equipment Records, Rule 15, Column B. minor or mobile maintenance accomplished on a vehicle (time awaiting parts, awaiting maintenance, and direct labor hours combined must be less than 2 hours).

★ 6.17.2.5. Time. Enter the 24-hour clock time (four-digit military time; for example, 1430) that the vehicle/equipment was turned in for maintenance or request for maintenance support (wrecker, mobile, etc.) was received (reflect period that vehicle is not operational).

★ 6.20.14. Block 14, Received (Date/Time). Enter the date (MMDDYY) the vehicle was turned-in to the shop or when the request for maintenance support (wrecker, mobile, etc.) was received (example 013199 for 31 January 1999). Enter the clock time the vehicle was turned-in using a 24-hour clock. The date and time starts when the vehicle or equipment item is physically turned-in to the maintenance facility or when a request for maintenance support (wrecker, mobile, etc.) was received. Date and time must match the date and time reported to maintenance on the operator's inspection guide and trouble report. Vehicles awaiting accident, abuse and repair decisions/repairs are not available to the user and will draw downtime.

★ 6.20.15. Block 14A, Released (Date/Time). Enter the date and the 24-hour clock time the vehicle was released from maintenance or the maintenance support (mobile, etc) was complete and the vehicle returned to user (reflect period that vehicle is not operational).

★ 6.23. **General Information**. The AF1827 is used to record minor maintenance repair actions for jobs of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance, and direct labor hours combined must be less than 2 hours). Document the vehicle kilometer, miles, or hours data to update the specific vehicle master record. The AF1827 is also used to document labor-hours: in tire and battery shop stock buildup or repair; hazardous/solid waste management, disposal and training; and repair of shop equipment or spares. Use the AF1827 to collect direct labor hours used for these activities.

Following 6.23.
★ (ADDED) Note: The AF1827 will not be used to record multiple jobs on the same vehicle during the same repair timeframe. Each line on the AF1827 is interpreted as a separate work order in OLVIMS.

★ 6.24.1. Minor maintenance documented on AF1827 is limited to minor maintenance repair actions of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance, and direct labor hours combined must be less than 2 hours), and use only low-cost bench stock parts and material.

★ 6.25.2.2. Use "7" as the fifth position to the preprinted J999, for minor and mobile maintenance actions (time awaiting parts, awaiting maintenance, and direct labor hours combined must be less than 2 hours).

Following 6.25.2.2.
★ Note: Tunner 60k aircraft cargo loaders (management code E945) repair actions will not be documented using the AF1827, Minor Maintenance Work Order. All repairs performed on Tunner 60k loaders will be documented on AF1823/1823-1, Vehicle and Equipment Work Order to capture repair actions in precise detail to gauge system/component failures as compared to contractual agreements.

★ 6.25.8. Block 8, Actual Labor Hours. Enter the actual direct labor hours used to do the repair. This entry is in hours and tenths. For J9997 work order numbers, this entry does not exceed 2.0 hours. Use the AF1823/1823-1 if the vehicle downtime exceeds 2.0 hours (awaiting maintenance/parts and direct labor hours combined exceeds 2.0 hours).